

# Iowa Department of Public Health AmeriCorps Mentoring Program



## Day 2 - AmeriCorps Member Orientation Training



# Resources

- Mentoring and National Service –

[http://www.nationalservice.gov/sites/default/files/documents/mentoring%20 issue brief.pdf](http://www.nationalservice.gov/sites/default/files/documents/mentoring%20issue%20brief.pdf)

- Mentoring 101

[https://www.youtube.com/watch?v=6\\_dpztS\\_Zks](https://www.youtube.com/watch?v=6_dpztS_Zks)

# Welcome Back!

- Introductions
- Questions or comments from yesterday
- Goals of today's training
- Housekeeping items
- [Being a leader](#)

# IDPH AmeriCorps Mentoring Program Overview

# Program Description

The Iowa Department of Public Health AmeriCorps Mentoring Program is a statewide initiative through the Division of Behavioral Health, Bureau of Substance Abuse. This program focuses on building capacity and sustainability in youth serving mentoring programs. Members will be placed at mentoring programs statewide to help strengthen the areas of building community partnerships, mentor/mentee recruitment, mentor/mentee or parent training, curriculum development and sustainability planning.

# Expectations

- Review RFP document
- Complete IDPH goals of the project
- Complete at least one day of service activity
- Ensure mentoring program is certified with the Iowa Mentoring Partnership

# Goals of the Project

- AmeriCorps members will assist each program in creation of a Sustainability Plan with support from IDPH via trainings, meetings and templates.
  - IDPH will set up a sustainability webinar series
  - IDPH will provide a sustainability plan template
  - Document hours on Quarterly Progress/Reports logs
  - What else would be helpful?

# Goals of the Project

- AmeriCorps members will work to recruit 150 new mentors (at least five per funded host-site).
  - Work with site supervisors on recruiting mentors through host site expectations
  - Document service on Quarterly Progress Reports/logs

# Goals of the Project

- AmeriCorps members will create and facilitate 90 trainings (3 per host-site) focused on substance abuse prevention education to at least 500 participants.
  - IDPH will provide resources
  - Document service on Quarterly Progress Reports/logs
  - How would you like to accomplish this goal?

# Mentoring Program Certification

- All mentoring programs need to be certified or maintain certification through the Iowa Mentoring Partnerships within the first contract year

# Day of Service Activity

- Community service activities
  - Join with other agencies/organizations
- Martin Luther King Jr. Day of Service
- Drug & Alcohol Facts Week (January 25)
- National Mentoring Month (January)
- AmeriCorps Week (March)
- National Volunteer Week (3<sup>rd</sup> week in April)
- September 11<sup>th</sup> National Day of Service and Remembrance
- Others listed on CNCS website

# Requirements for Organizing Day of Service Activities

- See member handbook

1. Partner with at least 1 other non-profit organization (Boys Scouts, Rotary, etc.)
2. The project must be a minimum of 4 hours. Members organizing the project can count these hours as service hours. Members can count up to an additional 8 hours toward their service for pre and post project tasks.
3. The project must be connected to youth mentoring or substance abuse prevention.
4. The project cannot be directly related to the service you perform as an AmeriCorps member – do not develop an event to replace your AmeriCorps duties.
5. The project needs to be completed on property that is available for public use.
6. The project needs to take place within the State of Iowa.
7. All communication, media, and publicity should be developed and submitted to IDPH Program Director at [Julie.Hibben@idph.iowa.gov](mailto:Julie.Hibben@idph.iowa.gov) a minimum of 3 weeks in advance.
8. Volunteers must be actively engaged in service. Educational components may not take up more than 25% of the project time.
9. No mileage reimbursement is available for AmeriCorps Service Project travel.
10. Once the project is completed, project members must submit all required documentation to the IDPH Program Director but keep a copy at your site location.

# Tracking Day of Service Activities

- AmeriCorps members must track activities they do for service projects
  - Review Service Day Planner
  - AmeriCorps Service Project Planning Tracking Debriefing
    - Event Plan
    - Evaluation
    - Tracking Volunteers/Sign-in Sheet
  - Utilize appropriate logs

# Documentation

- If a service isn't documented, it didn't happen!
- In addition to completing logs and reports, how can you prove that each of these services were completed?
  - Trainings?
  - Mentor recruitment?
  - Sustainability Plan work?
  - Mentoring program certification?

# Member Training

# Training Time Allowed

- Training includes orientation and any on-the-job training time
  - No more than 20% of service spent on training

# AmeriCorps Required Trainings

- Orientation
- Citizenship
- Volunteer management
- Communication
- Disaster response
- Life after AmeriCorps

# IDPH Required Training

- Substance Abuse Prevention Skills Training (spring or summer 2016)
- Sustainability Plan training (to be scheduled)

Optional training includes:

- Iowa Prevention Conference
- Iowa Non-Profit Summit

# AmeriCorps Required Meetings

- Check-In Calls
  - One time per month
- Contractor Meetings
  - Two meetings per year
  - Spring and fall
  - Yet to be scheduled

# Branding Requirements

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- **A sign** with the AmeriCorps logo must be prominently displayed at every service site, stating that an AmeriCorps member serves there.
- The AmeriCorps logo must be displayed on the website of every host agency which has an AmeriCorps program.

# Branding Requirements

- If you are interviewed by the media please always mention you are an AmeriCorps member, part of a national service program hosted by IDPH and your host agency.

# AmeriCorps Uniforms

- AmeriCorps Members shall always wear an AmeriCorps shirt while performing service.
- Members must also adhere to site policies on professional attire. Some sites require students and staff to wear uniforms (e.g. khaki pants and white shirts). Members must adhere to site uniform policy.
- The National Logo cannot be altered or defaced in any way.
- The Program Director may have you wear specific types of gear at their discretion

# AmeriCorps Uniforms

- What is the benefit to the public knowing you are an AmeriCorps member, and that there is an agency that hosts an AmeriCorps member in their community?

# Fundraising

# Fundraising

- Must be applicable to the member's term of service
  - Ex. Help organize book fair fundraiser for the agency's literacy program
  - No more than 10% of time
- No raising money for general operating expenses
  - No selling tickets
  - No raffles
  - No running giveaways
  - No handling money

# Working with the Media

# Press Releases

- Use boilerplate language for press releases
  - AmeriCorps
  - IDPH AmeriCorps Mentoring Program
- Submit press releases/articles to Julie Hibben for review

# Press Interviews

- Have your elevator speech ready
- Ensure you include that you are a IDPH AmeriCorps member with your host site
- Keep comments short and to the point
- Inform Julie Hibben about any media coverage

# Timesheets

# Timesheets

- Members must work hours in every pay period through the end of their MSA (contract)
  - At least 1 hour each week until the end of their term even if they already completed their hours
- Members should work more than minimum number of hours. (example – 1710 hours for Fulltime or 910 for Halftime)

# Timesheets

- Do NOT put comments in the comments section
- Time must be in .25 increments or it will be disallowed
  - .50 hours 😊
  - .37 hours ☹️

# Timesheets

- Your first two days of service should be counted as training.
  - There may be other times during your term of service where you will code your time as training (such as Orientation or on-site training)
  - Training should not exceed more than 20% of your time served
- All other service will be counted as direct service
- Never use the columns Other or add Comments
- Fundraising hours should be very minimal, if any, during your term of service
  - Fundraising should never be more than 10% of your time served
- Breaks and meals are not to be included in your time sheet

# Timesheets

- Site supervisors approve timesheets the Thursday prior to the end of the week
- If you make a mistake, site supervisors can release the timesheet to correct
- Additional issues? Contact IDPH

# Reporting Requirements

# Report Forms and Surveys

- Quarterly Progress Report
  - Completed via [lowagrants.gov](http://lowagrants.gov)
  - Form not ready yet
- Monthly logs
  - Finalizing these documents
- Civic Engagement Survey
- Monthly logs
- Due dates document will be distributed next week

# Evaluations

# Member Evaluations

- Each Full-time and Half-Time AmeriCorps member is required to have at least a mid-term and end of term performance evaluation
- Less than Half Time must have at least an End Term evaluation.

# Member Evaluations

- This evaluation will be geared towards helping each AmeriCorps Member achieve personal and professional goals as well as affirm that they have:
  - **Successfully completed assignments;**
  - **Met the general performance criteria** established for the community and specific performance criteria established with his/her Site Supervisor;
  - **Completed the required number of days and hours.**

# Member Evaluations

## Highlight Accomplishments

- When did the member go above and beyond?
- What do they remember most about their experience?
- This may influence future AmeriCorps service

# Member Evaluations

- Site Supervisors will complete evaluations and submit to IDPH
- IDPH will provide due dates for both types of evaluations

# Site Visits

# Site Visits

- Program Director
- Primary reason for the visits is to ensure the member is:
  - Performing well
  - Adhering to the member service agreement
  - Receiving training
  - On track for providing results

# Site Visits

- Iowa Commission on Volunteer Service (ICVS) staff
- State Commissioners
- Local or State Elected Officials
- Representatives from the Corporation for National & Community Service (CNCS)
  - Learn about projects
  - Review services performed
  - Always wear AmeriCorps clothing
  - AmeriCorps site sign posted at site

# Contact Information

# IDPH AmeriCorps Program Staff

AmeriCorps Members should always first approach their site supervisor regarding any questions

<b>Julie Hibben</b>	IDPH AmeriCorps Program Director	<a href="mailto:Julie.Hibben@IDPH.iowa.gov">Julie.Hibben@IDPH.iowa.gov</a>	515-725-7895
<b>Janet Nelson</b>	IDPH AmeriCorps Program Assistant	<a href="mailto:Janet.Nelson@IDPH.iowa.gov">Janet.Nelson@IDPH.iowa.gov</a>	515-725-2018
<b>Karla Dorman</b>	IDPH Human Resources Associate	<a href="mailto:Karla.Dorman@IDPH.iowa.gov">Karla.Dorman@IDPH.iowa.gov</a>	515-281-6222

# Iowa Mentoring Partnership

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- Certification resources
- Free technical assistance
- Free training
- <https://www.iowamentoring.org/>

# National Mentoring Partnership

- Free resources and training
- Elements of Effective Practice
- <http://www.mentoring.org/program-resources/elements-of-effective-practice-for-mentoring/>

Questions?